

JOB DESCRIPTION – LAUNDRY ASSISTANT

JOB TITLE: Laundry Assistant

REPORTING TO: House Keeper

JOB PURPOSE: To work as part of a team to maintain a high standard of cleanliness of linen, towels and Clients' personal clothing, and to ensure an adequate supply of these items at all times.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- * Team player
- * Satisfactory enhanced CRB Disclosure, Police Check and check against the POVA List (where applicable)

Desired:

- * Previous experience relevant to the position
- * Good communication skills

MAIN RESPONSIBILITIES

Laundry:

1. Sort washing into relevant groups, where applicable, and process it through the washer, drier and iron. Keep clean and dirty linen separate within the laundry area.
2. The following priorities apply: Bedding, Towels, Clients' personal laundry, Serviettes, Tea towels.
3. Return the Care Home's washing to the linen cupboard and the kitchen.
4. Perform minor repairs to Clients' clothing.
5. Any clothes that are not marked should be named and placed in the appropriate boxes after they have been laundered.

Communication:

6. Participate in Staff and Client meetings as required.

Training & Development:

7. Attend mandatory training days/courses, on or off site, as and when required.
8. Maintain and improve professional knowledge and competence.

Health & Safety:

9. Ensure the laundry room is clean and tidy. On a daily basis: wash down washers, dryers and laundry bags; clean lint trays / vents; mop floors.
10. Use appropriate protective clothing when dealing with soiled / infected linen.
11. Ensure statutory Health & Safety standards in the laundry area.
12. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
13. Understand and ensure the implementation of the Care Home's Health and Safety policy, and Emergency and Fire procedures.
14. Report to the Home Manager, or the Handy Person, any faulty appliances, damaged furniture, equipment or any potential hazard.
15. Promote safe working practice in the Care Home.

General:

16. Promote and ensure the good reputation of the Care Home.
17. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
18. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
19. Ensure the security of the Care Home is maintained at all times.
20. Adhere to all Company policies and procedures within the defined timescales.
21. Ensure all equipment is clean and well maintained.
22. Carry out any other tasks that may be reasonably assigned to you.

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This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Flightcare Limited reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing. Please note that you share with Flightcare Limited the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature:

Name: **Date:**